

*The preservice teacher
knows the discipline...*

Business Education

(Grades 5-12)

Introduction

The following competencies are intended to clarify Standard 1.2.1.1, “. . . knows the discipline,” in the Missouri Standards for Teacher Education Programs MoSTEP process. The competencies are firmly rooted in the profession’s best knowledge and practices. They are drawn from guidelines established by the National Business Education Association. The competencies are broadly stated with the intent that teacher preparation institutions will determine the breadth and depth of material for meeting the competencies. The statements represent the minimum expected of beginning teachers.

The “Business Interrelationships” section is listed first so that beginning business teachers will develop an awareness of the interrelationships of all the business education content areas that follow. Since marketing is one of the major underpinnings of business, business education teachers should study this area and understand its impact on both the American and international economic systems. The proposed revision of Missouri’s minimum certification requirements will reflect this movement.

The Business Education competencies have been developed to correlate with the following documents:

Missouri’s Show-Me Standards abbreviated as:

SS 1,4 = Social Studies section, statements 1 and 4

MA 1 = Mathematics section, statement 1

G 3.1-8 = Goal 3, all statements (one through 8)

Missouri’s minimum requirements for Business Education certification, effective September 1, 1997 abbreviated as:

CR 1-6 = Certification Requirement

National Standards for Business Education (Level 4), National Business Education Association (NBEA) abbreviated as:

NBEA Accounting Standards

NBEA Business Law Standards

NBEA Career Development Standards

NBEA Communications Standards

NBEA Computation Standards

NBEA Economics and Personal Finance Standards

Standards

NBEA Entrepreneurship Education Standards

NBEA Information Systems Standards

NBEA International Business Standards

NBEA Management Standards

NBEA Marketing Standards

NBEA Interrelationships of Business Functions

<p>1. Business Interrelationships (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SC 8; SS 3-4, 7; HP 6; NBEA Interrelationships of Business Functions Standards, NBEA Career Development Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> 1. Discuss ethical standards in business; 2. Assess personal interests, goals, and abilities which impact career options; 3. Demonstrate sensitivity in communicating with a diverse workforce; 4. Develop workplace readiness skills; 5. Compare and contrast the different types of business ownership; 6. Describe entrepreneurship opportunities; 7. Identify ergonomic issues in the workplace; and 8. Describe the advisors role in the implementation and management of a business student organization.
<p>2. Accounting/Finance (G 3.1-8, 4.1, 4.4-5; MA 1, 3, 5-6; HP 6; CR 3-4; NBEA Accounting Standards-Level 4; NBEA Economics and Personal Finance Standards-Level 4, NBEA International Business Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> 1. Define the various steps of the accounting cycle and explain the purpose of each step; 2. Interpret financial statements; 3. Calculate and maintain payroll records; 4. Maintain accounting records electronically; 5. Apply matching principles to accruals and deferrals; 6. Compare current and fixed asset valuation methods; 7. Apply appropriate accounting principles to income taxation; 8. Apply accounts receivable and payable principles; 9. Explain the impact of taxes on financial planning; 10. Explain the advantages and disadvantages of savings and investment plans; 11. Maintain banking records; 12. Compare the costs of credit; 13. Explain exchange rates and interdependence in international trade; and 14. Identify the types of insurance associated with risks.
<p>3. Business Communication</p>	<ol style="list-style-type: none"> 1. Prepare business documents using appropriate format and style;

<p>(G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; CR 6; NBEA Communications Standards-Level 4)</p>	<ol style="list-style-type: none"> 2. Use electronic communication technologies; 3. Demonstrate effective written communication in the workplace; 4. Demonstrate effective speaking and listening skills in the workplace; 5. Plan, create, and deliver individual and group presentations; 6. Interpret non-verbal communication; and 7. Proofread, edit, and revise documents.
<p>4. Business and Personal Law (G 1.4-5, 1.7-8, 1.10, 3.1-8, 4.1-8; SS 3, 7; CR 5; NBEA Business Law Standards-Level 4, NBEA International Business Standards-Level 4)</p>	<ol style="list-style-type: none"> 1. Explain the law making process; 2. Understand the role of local, state, and national laws and regulations; 3. Explain the function of courts; 4. Analyze contractual obligations; 5. Recognize business crimes; 6. Explain absolute liability and circumstances under which it is imposed; and 7. Analyze the impact of international law on business.
<p>5. Economics (G 1.4, 1.7-8, 3.1-8, 4.1-7; MA 1, 3, 5-6; SS 4, 7; CR 4; NBEA Economics and Personal Finance Standards-Level 4)</p>	<ol style="list-style-type: none"> 1. Identify the basic features of economic systems; 2. Describe the role of competitive markets; 3. Describe the role of government in the economy; 4. Describe economic relationships among nations; and 5. Explain the function of domestic economic institutions and economic incentives.

<p>6. Information Systems (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SC 8; SS 7; HP 6; CR 7; NBEA Information Systems Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> 1. Process business information electronically; 2. Understand imaging software and hardware ; 3. Discuss communication hardware options; 4. Diagnose and solve problems related to application software;
<p>Information Systems <i>(continued)</i></p>	<ol style="list-style-type: none"> 5. Diagnose and solve problems related to computer hardware; 6. Identify emerging hardware and software technologies; 7. Select appropriate application software; 8. Select appropriate hardware; 9. Describe types of operating systems, environments, and utilities; 10. Describe current programming languages; 11. Describe machine transcription techniques; and 12. Describe shorthand systems.
<p>7. Keyboarding (G 1.4, 2.7, 3.1-8, 4.1-8; CA 1, 3-6; CR 1; NBEA Information Systems Standards-Level 4 VI)</p>	<ol style="list-style-type: none"> 1. Develop touch keyboarding techniques; 2. Key text at acceptable speed and accuracy levels; and 3. Identify ergonomic issues related to keyboarding.

<p>8. Marketing (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SS 7; NBEA Marketing Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> 1. Develop a marketing plan; 2. Describe product development and promotion; 3. Compare and contrast marketing strategies for products, services, ideas, and persons; 4. Explain the role of pricing in the marketing process; 5. Understand distribution processes; and 6. Explain how external factors influence marketing decisions.
<p>9. Management (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SC 8; SS 4, 7; NBEA Management Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> 1. Compare and contrast the basic tenets of management theories and their importance; 2. Explain the functions of management; 3. Identify resources needed to start a business; and 4. Describe the role of organized labor and its impact on government and business.